

## AIR NATIONAL GUARD TECHNICIAN ANNOUNCEMENT NON-BARGAINING UNIT



**HUMAN RESOURCES OFFICE**  
**Washington National Guard**  
**Building 33, Camp Murray**  
**Tacoma, WA 98430-5130**

**Announcement number**  
**10-136-ANG**

**Opening Date**  
**24 September 2010**

**Position Title, Series & Grade**  
 Program Analyst,  
 GS-0343-07/09

**APPLICATIONS WILL BE ACCEPTED UNTIL 4:30 ON:**

1 November 2010

**PD Number:**  
 80430000

**SEE NOTE**

**Location of Position:**

WA ANG HQ  
 Camp Murray, WA

**Baseline physical**

**An employment physical may be required within 90 days of employment per OSHA regulation and NGB\* \*this physical will be used to determine fitness and eligibility for continued employment.**

**Salary Range:**

\$41,390 PA to \$53,811 PA  
 \$50,628 PA to \$65,812 PA

**Website address:**

[http://mil.wa.gov/jobs/federal\\_job\\_ops.shtml](http://mil.wa.gov/jobs/federal_job_ops.shtml)

### APPOINTMENT FACTORS

**Area of Consideration**

☒ **Area A – Nationwide Excepted:**  
 Anyone eligible for immediate enlistment and/or commissioning in the Washington Air National Guard.

☒ **Area B – In-state Excepted:** All participating members of the Washington Air National Guard.

☒ **Area C – In-service Excepted:** All presently employed permanent accepted technicians, indefinite excepted technicians, and AGR members with accepted technician reemployment rights to the Washington Air National Guard.

☐ **Area D – In-service Competitive:** All presently employed permanent competitive technicians of the Washington Air National Guard.

**CURRENT BARGAINING UNIT STATUS**

☐ **Bargaining Unit**

☒ **Non-Bargaining Unit**

**Appointment Factors:**

☐ Officer ☒ **Enlisted** ☐ Warrant Officer

☐ NDS (Competitive)

☒ **Permanent** ☐ Indefinite ☐ Temporary

### Military Assignment & Grade Requirements

**AFSC:** 3S071

Applicants need not be assigned to the position or possess the MOS to apply or be considered for selection. Selected applicant must be assigned to a compatible Military position and attain MOS within 1 year of appointment action.

**Military Grade Available:**

MSgt

Please note: Grade Inversion will not be permitted TPR 300 (302.7, change 8 para c)

<b>Permanent Change of Station</b>
<input checked="checked" type="checkbox"/> PCS expenses are not authorized <input type="checkbox"/> PCS expenses are authorized <input type="checkbox"/> PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.
<b>AGR announcement</b>
This position is also being offered as an AGR position. See Military Vacancy Announcement <a href="#">20-023-ANG</a> .
<b>Minimum Requirements for Consideration</b>
<b>General Experience:</b> Experience in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.
<b>Specialized Experience:</b> Must have <b>24</b> months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.
<b>Other Requirements:</b> Must have a <b>Secret</b> security clearance. All Soldiers, civilian employees and contractor employees who drive Army-owned or leased vehicles must complete the Army Avoidance Course (AAC) training when they start working for the Army/Air Guard.
<b>The following Selective Placement Factors (SPFs) will be considered in the evaluation process</b>
<b>Element I</b> – Knowledge of analytical and evaluative techniques to conduct a variety of management studies which are of a procedural or factual nature.
<b>Element II</b> – Knowledge of administrative regulations and operating procedures to perform management studies, identify potential problem areas, and recommend changes in existing management systems or operations.
<b>Element III</b> – Knowledge of management principles and organizational theory, techniques, procedures and regulations.
<b>Element IV</b> – Skill in preparing and presenting findings and making recommendations.
<b>Element V</b> – Skill in application of fact-finding and investigative techniques; oral and written communications; and development of presentations and reports.
<b>SUMMARY OF DUTIES</b>
<p>This position is located in an Air National Guard State Headquarters. The purpose of this position is to serve as the analyst and consultant for the management and administration of programs within headquarters. Serves as key coordination point for all program requirements. This work requires knowledge of management principles, organizational theory and techniques of analysis. Knowledge of agency administrative guidance and operating procedures coupled with analytical ability is required to develop information required to determine feasibility and legality of proposed program and operational plans. Incumbent performs duties necessary to accomplish program analyst functions and provide for customer services in support of programs essential to Air National Guard daily readiness missions. Reviews, evaluates and analyzes obligations and expenditures. Assists management in interpretation and utilization of reports and information provided. Provides recommendations to subordinate organizations for proper management of programs. Based on budget guidance received from higher headquarters, develops an annual budget for programs. Researches and interprets personnel and training regulations and NGB guidance. Assists management in preparing guidelines and instructions to units for development of the annual operating budget. Develops and prepares current year program spreadsheets. Formulates and reviews all annual funding guidance to ensure obligations are not exceeded and budget adjustments are properly staffed. Performs other duties as assigned.</p>

## Employment Conditions

1. Technicians are paid through direct deposit/electronic funds transfer.
2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government.
3. Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.
4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician.
5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)

**Only the work Experience and Qualifications/Education you show on the OF 612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.**

## HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:
  - MIL Form 175 "Application for Technician Vacancy"
  - MIL Form 174 "Chronological Listing of Military Service"
  - OF 306 "Declaration for Federal Employment"
  - SF 181 "Race and National Origin Identification"
  - SF 256 "Self-Identification of Handicap"
  - Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
  - One of the following:
    - a) OF 612 "Application for Federal Employment"
    - b) Personal Resume, or
    - c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.
  - Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

\*\*To obtain forms online go to: [http://mil.wa.gov/jobs/federal\\_job\\_ops.shtml](http://mil.wa.gov/jobs/federal_job_ops.shtml)

**\*\*Mail or Hand Deliver** forms to: HRO Attn: Staffing Section  
Building 33, Camp Murray  
Tacoma, WA 98430-5130

**(Faxed and Scanned copies will not be accepted)**

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**

**\*Documents requiring a signature must be turned in with the original signature and date, including the Personal Resume.**

3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.
4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.
5. **EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

**For additional information:** HRO STAFFING SECTION  
Phone (253) 512-7835  
DSN 323-7835